

# WARRINGA PARK SCHOOL

## DUTY OF CARE POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact School Administration.

### PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Warringa Park School owe to our students and members of the school community who visit and use the school premises.

“Duty of care” is a legal obligation that requires schools to take reasonable steps to reduce the risk of foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

### POLICY

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Our school has developed policies and procedures to manage common risks in the school environment, including:

- Anaphylaxis Policy
- Appropriate Touch Policy
- Asthma Policy
- Behaviour management Policy and Procedures
- Bullying Prevention Policy
- Camps policy
- Care Arrangement for ill students Policy
- Child Safe Code of Conduct
- Emergency Management Plan
- Excursions Policy
- External Providers Policy
- First Aid Policy
- Head Injury Policy
- Incursions Policy
- Injuries to Students Policy
- Mandatory Reporting Policy and Procedures
- Medication Management policy
- On Site Supervision and Yard duty Policy
- Reporting and Managing emergencies and incidents policy
- Student Welfare and Engagement Policy
- Travel Education Policy
- Visitors to Schools Policy
- Volunteers Policy



# WARRINGA PARK SCHOOL

- Warringa Park School Acceptable ICT Usage Policy
- Work Experience Policy
- Working With Children's Check Policy

Our school acknowledges we are required to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation.

Staff at our school understands that school activities involve various levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also understands that it is responsible for ensuring that the school premises are kept in good repair and will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

School staff, parents, carers and students are encouraged to speak to the principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

Teachers have the primary duty of care in classrooms and, as such, must be always supervising both aides and students. It is NOT appropriate to leave students in the care of ancillary staff, parents or trainee teachers. If teachers are unable to supervise students or aides, they must make provision for another teacher to supervise. Education Support must not be making resources during teaching time, these staff are employed primarily to support the implementation of educational programs (work with students under the direction and supervision of the teacher), this will include supporting students with any attendant care that may be required.

Teachers are to inform casual staff of all known risks and allocate responsibilities for student supervision according to the experience of available staff in the classroom, during all school activities, including excursions and incursions.

Education Support and volunteers are not legally permitted to assume full responsibility for students and must work under the direction/supervision of teachers.

If there are reduced numbers of students and assistants are not required during teaching time, teachers should let the learning centre leader know so the assistants can be re-deployed elsewhere in the school. Teachers must not complete programming planning or make resources during teaching time.

The nature of the students at Warringa Park School means that they lack awareness of danger and frequently behave in ways that are dangerous to themselves and/or others. Student supervision requires constant vigilance by all staff and careful planning by teachers. Students are to be fully always supervised during all school activities, including excursions and incursions.

## **External Providers**

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. It is not appropriate to leave students in the care of external education providers, for example incursions.

Our Visitors Policy, Camps Policy and Excursions Policy include information on the safety and care of our students when engaged with external providers. Our school also takes steps to ensure student safety when they are engaging in off-site learning programs involving external providers.

## **Informing Staff of the legislative liability of Duty of Care**

All staff at Warringa Park School will be informed of their legal requirement via:



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- A copy of this document will be placed in the folder School Policies and Documentation on Google Drive and provided to each WPS staff member at the first staff meeting at the commencement of the school year.
- New staff will be informed of their Duty of Care as part of the school's Induction Program.
- Duty of Care will be an agenda item at staff meetings and staff will be directed to familiarise themselves with the *DET School Policy and Advisory Guide: Student Safety*.
- Staff will complete a risk assessment, including duty of care, when completing planning for excursions and incursions.

### FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Duty of Care](#)
- Anaphylaxis Policy
- Appropriate Touch Policy
- Asthma Policy
- Behaviour management Policy and Procedures
- Bullying Prevention Policy
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### POLICY REVIEW AND APPROVAL

Policy last reviewed	19 <sup>th</sup> February 2024
Approved by	Principal
Next scheduled review date	February 2027

